Cedar Valley College
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

SMART STARTS HERE.

Course Information	Instructor Information
Introduction to Computing	Name: Andrew Mungenast
Fall 2015	Preferred Email Address: TBA
COSC 1301 - 31425	Primary Telephone Contact: TBA
Time and Location: TBA	Office Location and Hours: TBA
Credit Hours - 3	
Drop Date: November 19, 2015	

Course Description

Introduction to Computing
This is a Texas Common Course Number.
Prerequisite: None.
Course Description: Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and 92databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. (2 Lec. /4 Lab.)
Coordinating Board Academic Approval Number 1101015107

In addition, this is a Green Course – A course that teaches "Principles of Sustainability". Students may now earn a "Green Cord" for Graduation. To earn a "Green Cord", students must meet the following qualifications:

- Take at least 3 "Green Courses" (Green courses are so-labeled in the course notes section on eConnect).
- Students will apply for his or her "Green Cord" designation at the Office of Student Life or at Office B-217 (Dr. Steve Brown).
- Application must be received no later than 1 week prior to graduation.

See link below for details on HOW TO EARN A GREEN CORD OR search "CVC Green Cord" on Youtube.com). http://youtu.be/0AKRPzEOtjk

Required Materials

Note: A minimum of 9 hours per week should be devoted to course material outside of class time

Special Package textbook is available for purchase at the Cedar Valley Bookstore. The textbook package contains the course material essentials which are:

- **Textbook (hard copy if you purchase Option 1 (see below)**
- **eBook: SAMS**
- **Lab lessons & exams: SAMS Code**

Purchase options:
Option1: (For students who wish to have a physical textbook for the lecture portion of this class)
SAMS Code + Printed Textbook (BNDL: ACP DISCOVERING COMPUTERS 2016)

OR

Option 2: (No physical textbook)
SAMS Stand Alone

You must purchase **ONE** of the options above to receive a SAMS Student Code. You cannot pass this class without the SAMS Student Code. You must earn a grade 'C' or better (not a grade of 'D') to meet the Computer Literacy Requirement of this course.

Note: Textbook bundles MUST be purchased through the CVC bookstore to ensure the correct course material items

Note: Certification Day is September 14, 2015. • **An instructor shall determine what constitutes classroom certification.** • **Online Students will obtain certification by completing *Quiz 0*.** • **Students who attend face-to-face classes (on campus students), must *attend class AND complete Quiz 0.*** ***This is mandatory especially for those students who are receiving financial aid.***	
Course Prerequisites None.	**Disclaimer –** The instructor reserves the right to amend this syllabus as necessary.

Texas Core Objectives for Student Learning

The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the following skills are in focus.

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making.

Student Learning Outcomes

Upon successful completion of this course, students will:

- Organize, manage, and communicate information using software applications such as word processing, spreadsheet, presentation, and database software.
- Identify and describe the key components and the relationships between computer hardware, networks, system and application software.
- Recognize and evaluate ethical, privacy, and security issues related to using computers in society.

http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm

CVC Learning Signature

CVC's Learning Signature is One College Transforming Lives. Cedar Valley College establishes clear **expectations** for students through **engagement** and **empowerment** leading to **excellence**.

CVC Faculty and Staff expect students to:

- take responsibility for their own learning
- commit to achieving high academic performance
- be meaningfully engaged in the campus community

CVC Faculty and Staff expect to:

- provide students a clear pathway of instruction
- establish clear learning outcomes
- serve as role models and mentors for students

Course Outline

For maximum success in this course you should spend a *minimum* of 9 hours per week working on course material.

Intro Chapter	Succeeding in this Course: Tips and Pointers
I	Introducing Today's Technologies: Computers, Devices, and the Web
2	Connecting and Communicating Online: The Internet, Websites, and Media
3	Computers and Mobile Devices: Evaluating Options for Home and Work
4	Programs and Apps: Productivity, Graphics, Security, and Other Tools
5	Digital Security, Ethics, and Privacy: Threats, Issues, and Defenses Technology Timeline
6	Computing Components: Processors, Memory, the Cloud, and More
7	Input and Output: Extending Capabilities of Computers and Mobile Devices
8	Digital Storage: Preserving Content Locally and on the Cloud
9	Operating Systems: Managing, Coordinating, and Monitoring Resources
11	Building Solutions: Database, System, and Application Development Tools
Appendix A	Technology Acronyms
Appendix B	Troubleshooting Computer and Mobile Device Problems

HARDWARE AND SOFTWARE REQUIREMENTS

To participate in this course, you will need availability to hardware and software that meet the following **requirements**:

1. Computer connected to the Internet
2. E-mail address
3. Windows-based Operating System OR Mac/UNIX equivalent
4. Firefox 3.5 or higher, other browsers may not be compatible with your eCampus class

In order to complete the lab exercises that are turned in for a grade, you must have availability to MS (Microsoft) Office 2013 which includes MS Word processing, MS Excel spreadsheet, MS **Access database**, and MS PowerPoint presentation graphics integrated software. Beginning Fall 2013, Cedar Valley College use MS Windows 7, with Office 2013.

Note to users of the Mac/UNIX Operating System: Office for Mac does not include database software. You will need to use MS Access 2013 which is only available for Windows operating system.

Although the system that you will be using for this course can be reached through the computer labs at any DCCCD campuses, the colleges are not required to provide this equipment to you nor are they required to provide technical assistance. If you are having problems with your eCampus class, please call LeCroy Help Desk for technical support at 972-669-6402.

Getting Started

1. The first step in getting ready for the class is to get your computer ready before the course actually begins. In addition, you will need to have an ISP, or Internet service provider, established in order to connect to the Internet.

2. Logging in to the Class

   Open your Internet browser and type the following URL in the Address text box: http://ecampus.dcccd.edu (or from the Cedar Valley College Home Page, click the eCampus link).
   a. In the **Login Here** section, type in your Student ID# with a lower case "e" in front of the number (example: e3456789) for both the Username and the Password.
   b. Click the **Login** button.
   c. Please go to **Personal Information** (link is on the left) and change your Password after your initial login. (See instructions below.)

d. If you still cannot login, please contact Technical Support at ecampus.support@dcccd.edu.
e. Click the **Courses** tab and select the course you want to work in from the list of courses you are enrolled in.

3. Begin with Assignment 0 (located underneath the "Quiz 0 - Start Here" button). This assignment will get you familiar with the Course Calendar and the Syllabus, and allow you to receive up to 10 Bonus Points by taking ***Quiz 0, which is required for certification***.

The pace of the class is determined by your professor. You can work through instructional materials on your own, at times convenient to you, but you must complete the assignments by the time specified by your professor. If you do not complete all assignments when they are due, it will become difficult to complete the course. Falling behind is the biggest obstacle to your success.

Your professor will work with you one-on-one to evaluate your assignments and to help you privately with any questions or problems. The professor's goal is your success.

Ecampus

Familiarize yourself with the eCampus on-line course system by looking at the **Student Manual**. A lot of useful information can be found regarding site use and navigation. To find the Student Manual:

Look to the left side of this window and notice the column of navigation buttons.

Click on Tools

Look for icons to appear in your browser window
Click on User Manual

Evaluation Procedures

Some assignments may incur penalty points for each day or week beyond the due date that they are received. This will be up to your instructor. Check your course schedule for the final time and date by which all work must be submitted. There will be no exceptions made to this rule. For online classes, your instructor will also be able to tell you about the time and date of your final exam (Exam 2). For on-campus students, the final exam times and dates are published in the Cedar Valley College class schedule each semester.

Print the course schedule and place it by your computer so that you can easily determine when your assignments are due. The course schedule is designed to help you pace yourself and remain on task so that you do not fall behind.

As you can see from the grading system, your grade will come from a variety of activities, not just exams.

Quiz 0 is worth up to 10 Bonus points and is also required for certification.

Assignments	Number	Points	Total Points
Case Studies	2	100	200
Lab Exercises	8	50	400
Discussions	3	33	100
Concept Exams	2	50	200
Lab Skills Exams	2	50	100
Other			100
Total			1000

Grading Scale

Grade: (**A**) = 900 - 1000 (**B**) = 800 - 899 (**C**) = 700 - 799

(**D**) = 600 - 699 (**F**) = 599 or below

Exams and Assignments

The final grade for the course reflects evaluation of the student's work on the following assignments that are calculated as follows:

Reading Assignments: The Assignments section of your course contains the reading assignments from your lecture book.

Case Studies: There are two Case Studies you will complete. The case studies will present an IT problem that will require you to research, document your sources, identify advantages and disadvantages, analyze your findings, implement and make a recommendation. You will submit your case study through SafeAssign, a type of plagiarism detection software. Your response will be graded by your instructor and the grade will be posted in your grade book.

Lab Assignments: The SimNet lessons will introduce you to Windows and teach you the basics of Microsoft Office including Word, Excel, Power Point, and Access. The labs will require you to implement what you learned in the lessons.

Discussion Board: Discussion Board comments are entered online under the Discussion Board navigation button. You will be encouraged to post a short biographical sketch about yourself (and a digital picture if you have one) and to share your comments/ideas about four discussion topics (and to react to the comments of others).

Concept Exams: Concept Exams will be administered on-line during the week indicated in the Course Schedule. Most of the questions on the exam will be derived from the Review Questions presented for each chapter. There is no time limit on the exams. There are 2 exams.

Lab Skills Exams: Lab skills exams will be administered on-line using SimNet during the week indicated in the Course Schedule. Most of the questions on the exam will be derived from the Review Questions presented for each chapter. There is no time limit on the exams. There are 2 exams.

Other: These points will be used by your instructor for quizzes, class participation or any other assignments he/she wishes to add.

Honors Credit Availability

You can earn Honors Credit in this course that will show the completion of an Honors Course on your transcript. Honors credit is important in transfer evaluation for graduation with both Associates and Bachelor degrees with honors. To gain Honors credit for this course you will need to:

1. Demonstrate advanced writing skills through synthesis and original thought in expanded writing projects, research papers, and critical essays. This will entail a minimum of ten pages of writing. You will be asked to read primary sources readings besides the textbook
2. Participate in an outside class activity by attending a lecture, exhibit or program outside of the class activities
3. You will practice your oral presentation skills with a 10-minute presentation to the class about a topic that you have researched

To qualify for Honors credit, you must sign an Honors Contract at the beginning of the semester. Meet with me to design your program and complete the contract form by (Insert appropriate dates for current semester) in order to meet the (Insert appropriate dates for current semester) deadline for submission of Honors Contracts for approval. Finally, you must earn an A or B in the course in order to receive Honors Credit.

Service Learning

The College offers a Service Learning Program that allows students to earn recognition for hours worked in a volunteer program with a local organization. See the Cedar Valley College web site for additional information. http://www.cedarvalleycollege.edu/CommunityMembers/Lists/W

ebPages/DispForm2.aspx?List=4910a51c%2D65b2%2D4293%2D9ecd%2D5f5aa383b44d&ID=17

INSTRUCTORS; IF YOU INCLUDE A SERVICE LEARNING REQUIREMENT OR BONUS CREDIT YOU SHOULD INSERT ADDITIONAL INFORMATION.

Stop Before you Drop

Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, **your GPA could be affected**. Be sure you understand how this law may affect you before you drop a class.

The law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. Under this law, you may not drop more than six classes without an acceptable reason during your entire undergraduate career without penalty. For more information, please see our catalog or read Facts About Dropping Classes.

If you drop or withdraw before the official drop/withdrawal deadline, you will receive a **grade** of W (Withdraw) in each class dropped until the seventh unacceptable drop. You will earn a grade of WF for the seventh unacceptable drop, and each unacceptable drop after that. A grade of WF will be calculated in your GPA as an F.

The deadline for receiving a W is indicated on the academic calendar and the current class schedule.
For more information, you may access:
http://www.dcccd.edu/Why/Reg/Registration/Pages/DropWithdraw.aspx

The Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class ***may not*** be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. More information is available at:
http://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx

Attendance Policy

For the online course, there is no set day and time to meet. (For the on-campus course, it is your responsibility to attend your on-campus lectures and labs regularly. Your lecture/lab instructors will be monitoring your attendance.)

You may work on this course from any computer that meets the hardware requirements and at any time convenient to you;

however, you should make sure you follow the Course Schedule so as not to lose points on assignments due to late submissions. In addition, you should login to your course daily to check for new announcements. Changes, deadlines, and other important information will be posted on this page as necessary, and being unaware of the available information will not be accepted as an excuse for failing to comply with it.

Classroom Policies	Optional for Instructors: enter your specific classroom policies (e.g., food, drink, cell phone, etiquette, etc). Remove this text if you have no policies to add.
Tutoring Services	All tutoring is available on a "drop in" basis; however, if you would like to make an appointment for a specific time, please call the Tutor Center 972-860-2974. For CIT specific tutoring contact Maryam Johnson 972-860-8076 to setup an appointment. We encourage you to make an appointment for all written assignments. During each visit to the center, you will use your student ID# to sign in and out on our computer at the front desk. More information is available at: http://www.cedarvalleycollege.edu/FutureStudents/StudentServices/TutoringServices/default.aspx

QUALITY ENHANCEMENT PLAN
Cedar Valley College's Quality Enhancement Plan is designed to improve student learning in mathematics. Read more about our QEP at:
http://www.cedarvalleycollege.edu/QEP/default.aspx

INSTITUTIONAL POLICIES

Academic Advising	Academic Advising is a collaborative educational process whereby students and their advisors are partners in meeting the students' academic, personal, and career goals. This partnership is a process that is built over the student's entire educational career at Cedar Valley College. Educational planning is available to all students. First time in college students must meet with academic advisors prior to enrolling in classes; however, continuing students may choose to see faculty advisors, faculty counselors, and/or program coordinators after classes begin. All parties have clear

	responsibilities for ensuring a successful partnership. For more information, you may access: https://www.cedarvalleycollege.edu/FutureStudents/StudentServices/AcademicAdvising/Pictures/AdvisingSyllabus.pdf
Academic Honesty	Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. See Also Student Code of Conduct. https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC
ADA Statement	If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-860-8119.
Emergency Alert	Sign up for DCCCD Emergency Alerts to receive a text-message, e-mail and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather closures, utility outages, police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. **Please refer to: http://www.dcccd.edu/SS/OnlineSvs/EmergAlerts/Pages/default.aspx**
Financial Aid	Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.
Health Center Services	Basic first aid for minor cuts, scrapes, insect stings, and heat, etc.

- Over-the-counter medications for headaches, fever, seasonal allergies, and colds
- Over-the-counter medications for mild allergic reactions
- Emergency sanitary pads
- Blood Pressure check
- Coordination with outside health agencies such as Carter Blood Care; Dallas County Health Dept. (HIV/STD testing--free, twice a semester); UT Southwestern mobile mammography; Immunizations once a month for children <19 y.o. from the DCDHHS; Agape Massage; and Employee Wellness Screening
- Rest area for stress relief, migraine headaches, post seizure activity
- AED (Automatic External Defibrillator) for CPR
- Student Health101, e-magazine http://readsh101.com/go2cedarvalleycollege.html
- Confidential "talks"

- Assists with health related club activities when asked and time permits

Religious Holidays	Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.